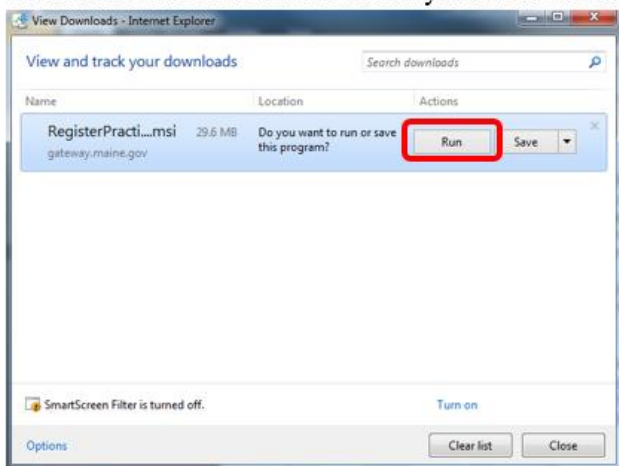




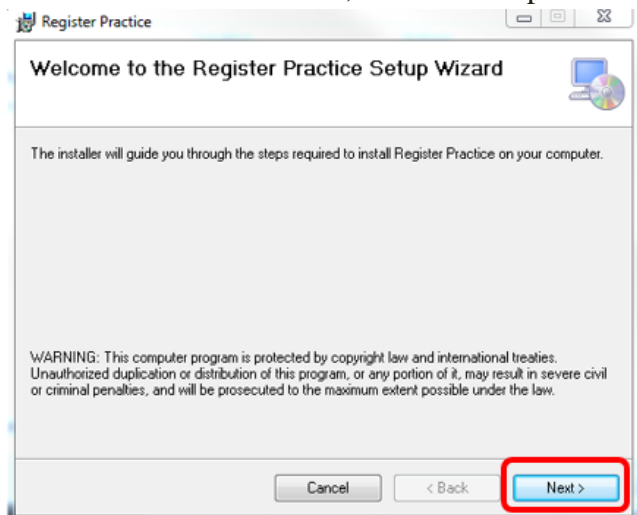
2021 Program Year Public Health Register Wizard Guide

Installation Instructions

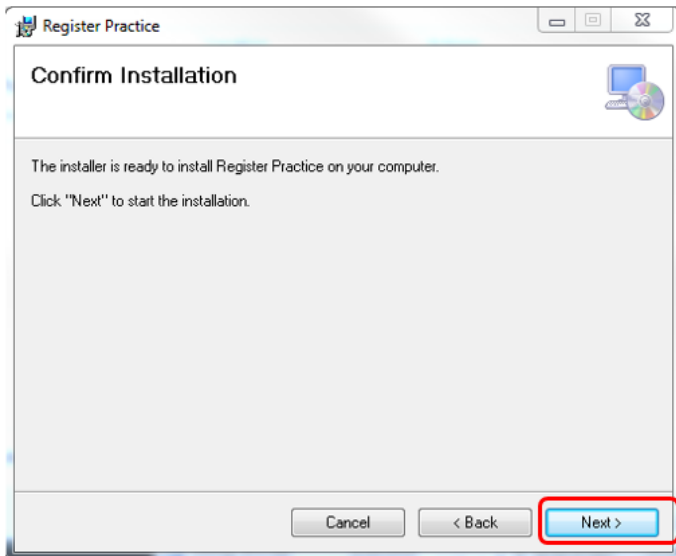
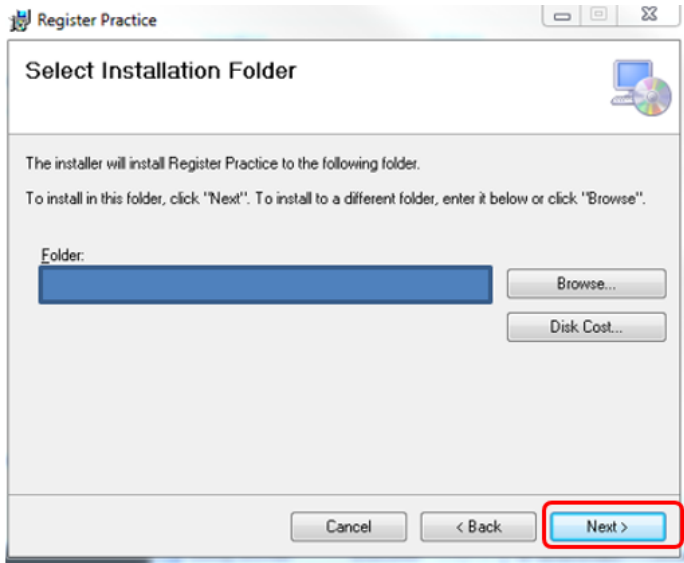
- **Important:** If you have a previous version of the Public Health Register Wizard installed on your computer and you did **not** complete the update for the 2019 or 2020 version, you **must** completely remove any previous version from your computer and reinstall the PH wizard application by clicking the link below. We have changed the server that stores the wizard applications and it is necessary to download from the new site. If you updated the PH wizard for the 2019 or 2020 program year you are all set; just accept the update when you launch the application.
- Link to download the Public Health Wizard application:
<https://gateway.maine.gov/DHHS/RegisterPracticeWebService/Installers/RegisterPracticeSetup.msi>
- If you do not have a previous installation of the Register Practice Wizard installed on your computer, you can download the latest version by clicking the link above.
- Click the link above, then click run when you see the screen below.



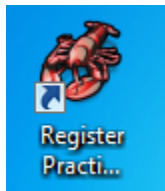
- Read each screen to install, click next to proceed.



- We recommend you leave the default settings. This should load the application to your desktop for convenience.



- The program will run through the installation and then ask you to close the installer.
- An icon will be located on your desktop that looks like the image below: a lobster icon!
- Launch the Public Health wizard application by clicking the icon.



- The Public Health wizard is the application that is used to register or update your practice site Public Health registries in Maine.

Wizard Updates

- We do updates to the wizard as needed.
- If you have reloaded the PH wizard for the 2019 or 2020 program year, then you are all set to accept any updates for 2021 the wizard will alert you to.
- The updates will have the requirements for the 2021 program year.
- If you did not completely remove a previous Public Health wizard application from your computer for the 2019 or 2020 program year be sure to do that before you install the new link.

If you have any questions, please contact the EHR Helpdesk at EHRHelpDesk.DHHS@maine.gov

Public Health Reporting Objective and Measures for Stage 3

Objective: The EP is in active engagement with a public health agency to submit electronic public health data from certified electronic health record technology (CEHRT) except where prohibited and in accordance with applicable law and practice.

Measures: Providers must attest to at least **two measures**.

Resources:

- [2020-2021 Obj 8 Public Health Reporting Spec Sheet](#)
- [Stage 3 Public Health Reporting Tip Sheet](#)

Registration:

- Providers only need to register once with a public health agency.
- Registrations with a public health agency that occurred in previous program years continue to count toward the public health objective regardless of what level of active engagement the registered practice is in.
- The practice site is registered with the public health agency and each provider at the practice site is listed in the practice site registration.
- The original date of the practice site registration is used as a proxy for all providers at the site.
- When new providers join a practice, they should be added to the existing practice site public health registration.
- For purposes of program requirements, the new provider will then use the original date the practice site was registered, as a proxy.

Example: ABC Family Practice registered with the Immunization and Syndromic Surveillance registries on 9/1/2015. Four providers were listed in each registry that applied to the providers scope of practice. When new providers join ABC Family Practice, they are added to the practice registration. The new providers will use the 9/1/2015 date as a proxy because the practice site was registered on that date.

Clarification on Active Engagement

Active engagement may be demonstrated through the following options, all options meet the requirement for PI programs:

- **Active Engagement Option 1—Complete registration with the public health agency**
The provider is registered under the practice site registration. The site is awaiting an invitation from the public health agency to begin testing and validation.
- **Active Engagement Option 2—Testing and Validation:** The practice site is in the process of testing and validation of the electronic submission of data with the public health agency.
- **Active Engagement Option 3—Production:** The practice site has completed testing and validation of the electronic submission and is electronically submitting production data to the public health agency.

Once registered, the provider is considered engaged in active engagement option 1. This meets the MU requirements for the public health objective for Stage 3. Some sites will be at different options but for purposes of meeting MU the option level is not required to be beyond option 1.

To remain engaged the practice must do the following:

- Be ready to participate in the on-boarding process when the public health agency is ready to engage, and
- Respond to any public health agency written requests for actions.

Public Health Registries Available in Maine

Registry Name	Applicable for	Hospital objective number	Providers Stage 3	Exclusion
Immunization Registry Contact: MIP-DES.DHHS@maine.gov	Providers and Hospitals	Objective 4, measure 1	Objective 8, measure 1	Does not administer immunizations
Syndromic Surveillance Contact: syndromic@maine.gov	Providers and Hospitals	Objective 4, measure 2	Objective 8, measure 2	Does not collect Syndromic data
Electronic Lab Reporting (ELR) Contact: nedss@maine.gov	Hospitals Only	Objective 4, measure 6	NA	NA
Electronic Case Reporting (eCR) is available for the 2020 program year. Contact: nedss@maine.gov	Providers and Hospitals	Objective 4, measure 3	Objective 8, measure 3	Does not diagnose or treat any condition or collect relevant data
Public Health Registry Reporting (Cancer and Specialty Registries will move here for Stage 3) Contact: Carolyn.Bancroft@Maine.gov	Providers and Hospitals	Objective 4, measure 4	Objective 8, measure 4	Does not diagnose or treat any condition or collect relevant data
Clinical Data Registry (CDR)	Providers and Hospitals	Objective 4, measure 5	Objective 8, measure 5	Not available in Maine, eligible for the exclusion

*Maine CDC is accepting registrations for the **Electronic Case Reporting registry**.

The Public Health Wizard will have the eCR registry added for program year 2020 & 2021.

Contact the eCR registry at: nedss@maine.gov for more information.

***Specialized Registries** – includes the Cancer Registry as well as other national specialized registries that you may be listed with. A provider may report to more than one specialized registry and may count specialized registry reporting more than once to meet the required number of measures for the public health objective.

Additional information for the Cancer Registry - only providers who diagnose and treat cancer and have a CEHRT that is certified for cancer case submission should be registered for the cancer registry.

Application Use Instructions

To launch the public health wizard application:

- Click the ‘Lobster’ icon on your desktop. If you have previously registered the practice site, enter your account name and password, then click the ‘Login’ button. If you need assistance with your account name and password, please contact us.
- If your practice has never been registered click on the ‘Create an Account’ link. If you are unsure if your practice has been registered contact us at: EHRHelpDesk.DHHS@maine.gov to prevent a duplicate registrations and errors.

- When the wizard application is launched you land on the **Account Information** page. This page allows you to change, add, and update contact information and passwords as needed. When the account information is current click the 'OK' button to save and continue.

Email	Email Notifications of Registrations and Updates.	Email Password when Lost/Retrieved.
april.smith@maine.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>
katie.brown@maine.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Welcome to the Practice Registration Wizard** – This page contains pertinent information regarding the Maine CDC Public Health Registry. Please take a few moments to read through this page.
- Click 'Next' to continue.

Welcome to the Practice Registration Wizard

In order to meet the Meaningful Use Public Health Reporting Objective and Measures, Eligible Hospitals (EH) and Eligible Providers (EP) must successfully demonstrate "active engagement" for public health reporting. In Maine this can be done by registration of intent to initiate ongoing submission of electronic data to the Public Health Authority (PHA). Maine CDC is accepting registrations for the following types of reporting:

- Immunization Registry (*Hospitals and Providers*)
- Syndromic Surveillance (*Hospitals and Providers*)
- Electronic Case Reporting (ECR)**—available for the 2019 program year. (*Hospitals and Providers*)
 - Contact: NEDSS@maine.gov to be added to the list. The PH wizard will be updated at a later date.
 - Public Health Registry Reporting (*Cancer and Specialty Registries will be considered as Public Health Reporting for Stage 3*)
- Electronic Lab Reporting (ELR) (*Hospitals Only*)
- Clinical Data Registry (CDR) *Not available in Maine – you are automatically excluded from this measure.*

- The next screen gives you the option to edit an existing registration or to create an additional or first-time registration. Select the action you need from the drop-down box on the left side of the screen.
- You can view each registration by highlighting it then click on 'View Registration' at the bottom right.

Practice Registration Wizard. CDC Select Registration. Select a registration to edit or begin a new registration. Wizard Guide

Create a New Registration or Edit an Existing Registration

Choose whether to edit or begin a new registration below. Select a registration from the list below to edit.

Edit an existing registration

Practice Name	Street	City	Zip	Phone	Registration Date
Call The Midwife	123 Babyonthe Way	Newby	44789	(207) 549-7777	08/05/2016
Doctors are Us	10 Doctor Drive	Medicdown	04257	(207) 549-7027	08/04/2016
Doctors Practice	123 Practice Road	Practice Station	04348	(207) 549-7027	08/05/2016
Happy Patients Clinic	100 Smiley Circle	Joyous	04348	(207) 549-7027	08/05/2016
Kids Galore	123 Little Street	Babytown	04257	(207) 549-0724	08/04/2016
Reality TV Doctors	Fox Network Circle	Filming Town	04348	(207) 549-7027	08/05/2016
Test Practice	00 Test Street	Testtown	04257	(207) 549-7027	08/04/2016

View Registration...

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- A copy of this wizard guide is available in the upper right corner.

Create a New Registration

- To create a new registration, select 'Begin a new registration' from the drop down and click 'Next'.

Practice Registration Wizard. CDC Select Registration. Select a registration to edit or begin a new registration. Wizard Guide

Create a New Registration or Edit an Existing Registration

Choose whether to edit or begin a new registration below. Select a registration from the list below to edit.

Begin a new registration

Practice Name	Street	City	Zip	Phone	Registration Date
Call The Midwife	123 Babyonthe Way	Newby	44789	(207) 549-7777	08/05/2016
Doctors are Us	10 Doctor Drive	Medicdown	04257	(207) 549-7027	08/04/2016
Doctors Practice	123 Practice Road	Practice Station	04348	(207) 549-7027	08/05/2016
Happy Patients Clinic	100 Smiley Circle	Joyous	04348	(207) 549-7027	08/05/2016
Kids Galore	123 Little Street	Babytown	04257	(207) 549-0724	08/04/2016
Reality TV Doctors	Fox Network Circle	Filming Town	04348	(207) 549-7027	08/05/2016
Test Practice	00 Test Street	Testtown	04257	(207) 549-7027	08/04/2016

View Registration...

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- Complete the information for the practice site. Continue by clicking 'Next' to move through the wizard application. You can go back by clicking the back button at any time throughout the application, however, your information is not saved until you click the 'Next' button.

- The screen shot above shows the Next button is not active.
- The Next button will be activated when all areas have been completed.

Add Providers to The Registration

- Now that the practice site is registered, the next action is to enter the providers at the practice site.
 - Enter the providers NPI, this should auto populate the provider name, if it does not then fill in the first and last name of the provider and practice site or organization name, then click the Add Provider button.
 - For each provider entered you will click the box to indicate that the provider should be included in that registry.
 - **Example:** Dr. A gives immunization and will report syndromic data but does not treat cancer patients. You will click the box for Immunization Registry and Syndromic Registry.
 - The selected registries should be within the provider's scope of practice.
 - **Note:** The Electronic Lab Registry (ELR) is only available for hospitals.
 - You can add, delete and edit providers on this page.
 - Click Next after all providers have been entered or updated.

Practice Registration Wizard (version 3.0)

Providers and Registries
Enter the NPIs of the providers/organizations who will be submitting Meaningful Use Data and select the Registries to which they will be submitting data.

[Wizard Guide](#)

Enter the NPIs of the providers/organizations who will be submitting Meaningful Use Data.
Note: 1). Only EPs whose scope of practice includes the diagnosis or treatment of cancer and whose CEHRT is certified for submission of cancer case data to cancer registries should complete a Maine Cancer Registry registration and 2). only Eligible Hospitals should register with the ELR Registry.

Provider NPI:

Provider First Name: Provider Last Name:

or
Organization:

Providers. Please indicate below to which CDC registries each provider will be submitting data.
Click a Health Registry column header to select/deselect all providers.

Name	NPI	Electronic Lab Registry	Syndromic Registry	Cancer Registry	Immunization Registry	Electronic Case Registry
PAVLOV, SERGEI	1649215187	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sanders, Elizabeth	1578579082	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OSGOOD, JAMES	1235148669	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- The remainder of the registration information will be based on the practice site information.

Enter EHR Vendor Information for the Practice Site

- Enter the vendor name, vendor contact information, the EHR product and version.
- Click - Add Product to List Below
- If the information needs to be updated you can remove the software products by selecting “Remove Software Products”, then enter the updated product(s) and add to the list.
- Answer the questions below the Product box. You may need to ask your vendor if you don’t know the answers.

Practice Registration Wizard

EHR/EMR Vendor Information
Enter your EHR/EMR Vendor Information (Note: the vendor will be included as a recipient of your confirmation email if an email address is provided)

[Wizard Guide](#)

EHR/EMR Vendor

Vendor Contact

Product(s) and Version(s) Used

Test EMR

Name: Bob Email: Robert.E.Kelly@maine.gov

Product: Version:

Product	Version
Testing	00

Can you send an electronic Health Level 7 (HL7) in the 2.5.1 format?

If no, how do you plan to send information in the 2.5.1 format?

What is the secure mechanism by which you will send a file?

Maine CDC's preferred option is Public Health Information Network: Messaging System - PHINMS; a second option is using FTPS (FTP Secure)

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- Next you will enter information regarding the specific registries you selected for the provider(s), but this information will be at the practice level.
- Use the drop downs and answer all the questions to continue. Please read all the instructions on each page. There is a link in the upper right-hand corner of the screen for the Immunization Registry web page at the Maine CDC.

Immunization Registry

The screenshot shows the 'Immunization Registry' section of the Practice Registration Wizard. The title bar reads 'Practice Registration Wizard'. The main heading is 'Immunization Registry' with the subtitle 'Enter your information for the Immunization Registry'. In the top right corner, there is a link for 'Immunization Registry Help' highlighted with a red box. The form contains the following questions and answers:

- Are you planning on submitting data to the Immunization Registry? Yes
- Note: Both EPs and EHRs are eligible to submit data to the Immunization Registry.
- Are you a registered ImmPact Provider? Yes (dropdown menu)
- Have you completed the ImmPact2 Data Exchange Readiness Assessment Form? Yes (dropdown menu)
- What is the expected volume of reports sent per month? 10 (spinner box)

At the bottom, there is a link 'Select F3 for Jaws Screen Reader Help' and navigation buttons: '< Back', 'Next >', and 'Cancel'.

Syndromic Surveillance Registry

The screenshot shows the 'Syndromic Surveillance' section of the Practice Registration Wizard. The title bar reads 'Practice Registration Wizard (version 2.13)'. The main heading is 'Syndromic Surveillance' with the subtitle 'Enter your information for the Syndromic Surveillance Registry'. The form contains the following questions and answers:

- Are you planning on submitting data to the Syndromic Surveillance Registry? Yes
- Have you completed and sent in the Hospital Contact Form for Syndromic Surveillance Data Submission? Yes (dropdown menu)
- What is the expected volume of reports sent per month? 10 (spinner box)
- Have you identified the data sources for Emergency Department Chief Complaint and other patient visit data? Yes (dropdown menu)
- Have you tested messages from your system through the PHOS Message Quality Framework (MQF) to confirm that HL7 messages pass structural and vocabulary requirements? Yes (dropdown menu)

At the bottom, there is a link 'Select F3 for Jaws Screen Reader Help' and navigation buttons: '< Back', 'Next >', and 'Cancel'.

Electronic Case Reporting Registry (eCR)

**eCR is available for the 2020 & 2021 program year. For more information on the eCR contact: nedss@maine.gov

The screenshot shows the 'Electronic Case Registry' section of the Practice Registration Wizard. The title bar reads 'Practice Registration Wizard (version 3.0)'. The main heading is 'Electronic Case Registry' with the subtitle 'Enter your information for the Electronic Case Registry'. The form contains the following questions and answers:

- Are you planning on submitting data to the Electronic Case Registry? Yes
- Have you tested messages from your system for eCR messages? -Select- (dropdown menu)
- Have you sent LIVE eCR messages from your system? -Select- (dropdown menu)
- What is the expected volume of eCR reports sent per month? 0 (spinner box)

At the bottom, there is a link 'Select F3 for Jaws Screen Reader Help' and navigation buttons: '< Back', 'Next >', and 'Cancel'.

Cancer Registry – Is now included in the Public Health Registry Reporting Registry

Practice Registration Wizard (version 2.15)

Cancer Registry
Enter your information for the Cancer Registry

Are you planning on submitting data to the Cancer Registry? Yes

Note: Only EPs whose scope of practice includes the diagnosis or treatment of cancer and whose CEHRT is certified for submission of cancer case data to cancer registries should complete a Maine Cancer Registry registration.

What is the expected volume of reports sent per month? 100

Can you send data to the Cancer Registry in the Clinical Document Architecture (CDA) format? Yes

If no, how do you plan to send information in the CDA format?

Enter the specialties of the providers who will be submitting data to the Cancer Registry (required).

If you wish to enter more than one specialty for a provider, right click that provider and select the "Add Another Specialty for Provider" menu item.

Provider Name	NPI	Specialty
SHENKIN, JONATHAN	1023131679	Hematologist
THOMPSON, TABATHA	1659517860	Oncologist
VOISINE, ROONEY	1668401444	Oncologist
BACHMAN, DAVID	1952331712	Pediatric Oncology
BENNETT, JUSTIN	1841458841	Surgery

Delete Row

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

***Please Note:** Most providers will not be sending data to the Cancer registry unless they are oncologists that have the software needed to submit cancer registry data. Please do not include providers for the cancer registry if they will not be submitting data.

Electronic Lab Reporting (ELR)

Please note the ELR registry is for **hospitals only**.

Clinical Data Registry (CDR)

Not available in Maine, all providers are eligible for the exclusion

The next two pages ask for information on two registries that are currently under development. We are gathering data to determine possible interest. These may end up being rolled into one of the Stage 3 registries. We will let you know as new development occurs.

- Healthy Weight Registry
- Chronic Disease Registry

Practice Registration Wizard

Healthy Weight Registry
Indicate your interest in a Healthy Weight Registry

Would you be interested in participating in a Healthy Weight Registry that is under development as a module of the Immunization Registry? This registry is not yet operational, and therefore, you are not actually registering to submit data to it. However, we would like to gauge interest in participation in such a registry.

☒ Yes, I am interested in participating in a Healthy Weight Registry

Are you a registered ImmPact Provider? No

Have you completed the ImmPact2 Data Exchange Readiness Assessment Form? Yes

What would be the expected volume of reports sent per month? 10

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

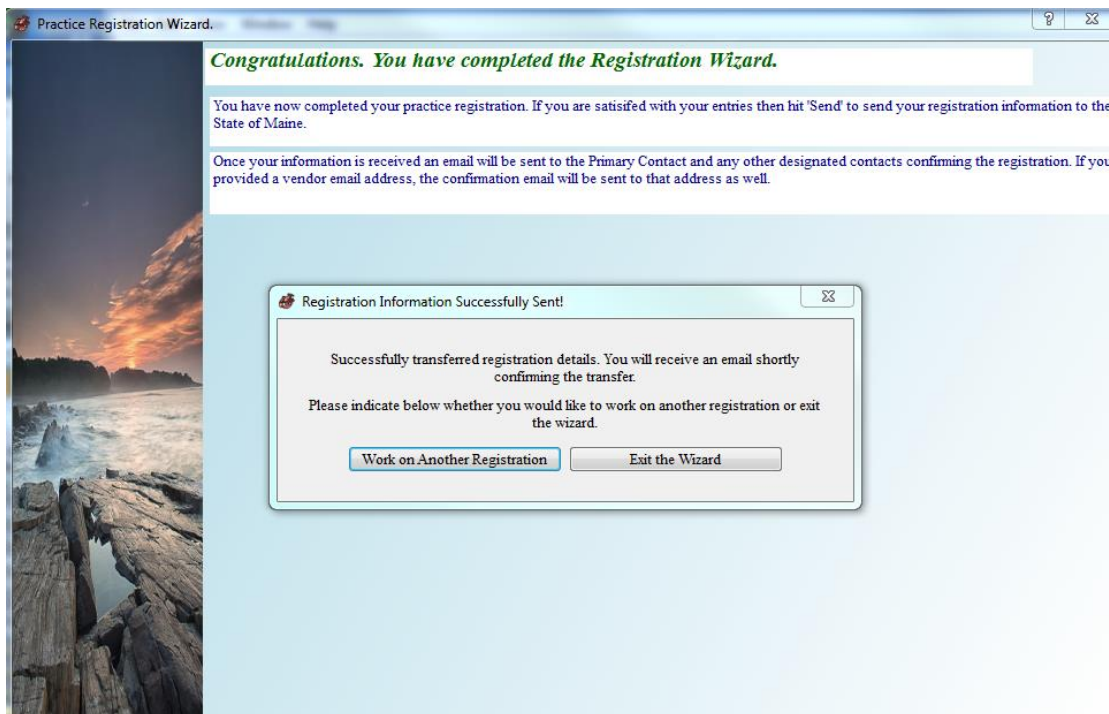
Registration Summary Page

- The registration summary page will display the information you have entered.

- **IMPORTANT:** review and save a copy. This will serve as documentation for program requirements. As the Medicaid program will sunset after the 2021 program, we will not be available to send you documentation of the registries your practice has. If you do not have a copy of your registration log into the public health wizard during 2021 and move through to the summary screen where you can save a copy. You will also receive an email that you updated the public health registry that will contain a summary of all providers listed.
- If there is any information that is not correct you can go back and make corrections. Click 'Next' to continue.

Completion page

- The completion page is where you submit the registration to the State of Maine; you must click the 'Send' button to complete the submission.
- You will see a pop-up in the middle of this screen letting you know your registration has been submitted successfully and that you will receive a confirmation email.
- You can elect to exit the Wizard if you are finished or return to the beginning to work on another registration.



If you have any questions, please contact the EHR Helpdesk at EHRHelpDesk.DHHS@maine.gov